



# VIRGINIA

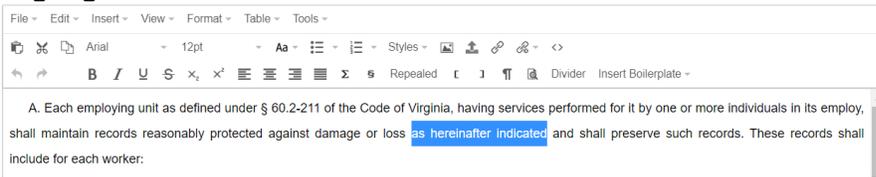
## REGISTER OF REGULATIONS

### CORRECTLY AMENDING (STRIKING & UNDERLINING) TEXT

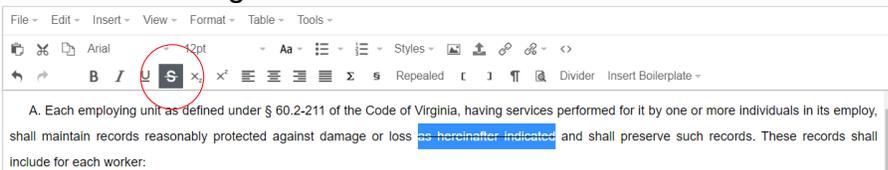
Amendments to regulation must show all changes to the text. Those changes are shown by applying strike-through to text being removed/deleted and by underlining text being added. If an entire regulation (chapter) is new, all the text will be underlined.

#### 1. Removing text (striking):

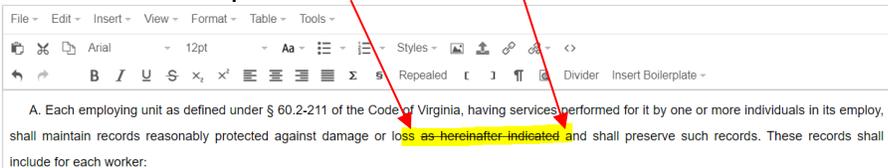
Highlight the text.



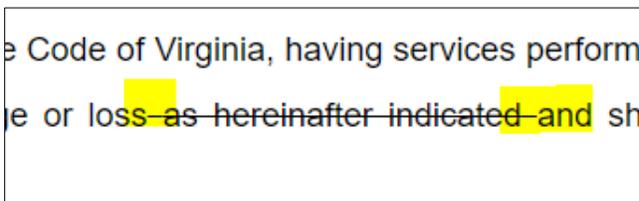
Click strikethrough button on tool bar.



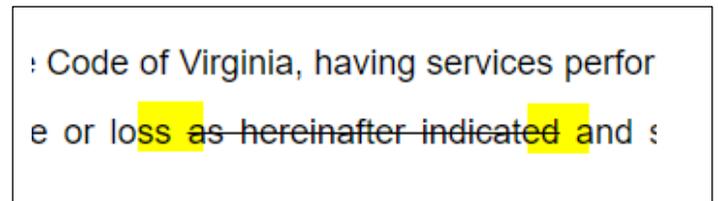
Notice that the spaces on either side of the stricken text is **NOT** formatted.



This is **NOT** correct:

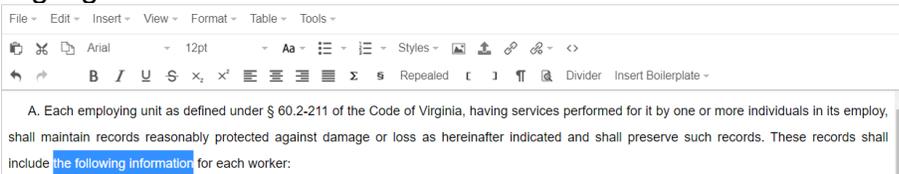


This **IS** correct:

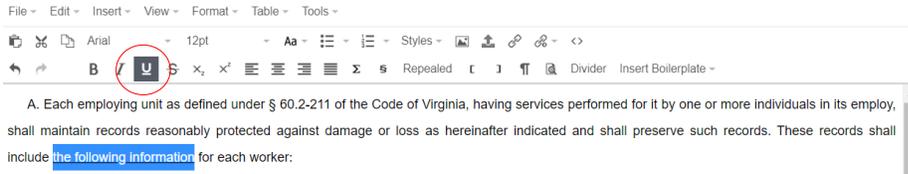


#### 2. Adding text (underlining):

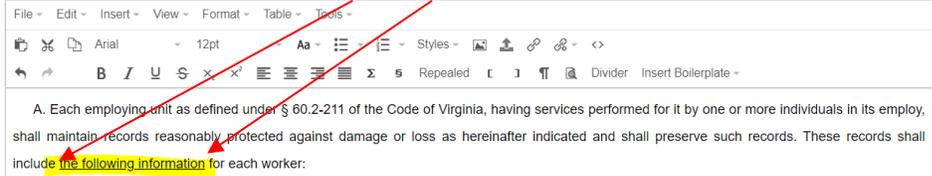
Highlight the text.



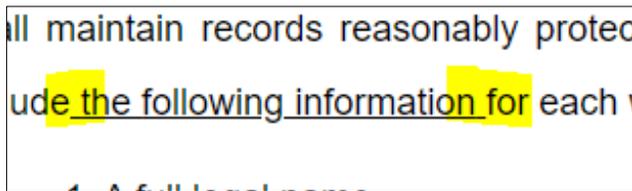
Click underline button on tool bar.



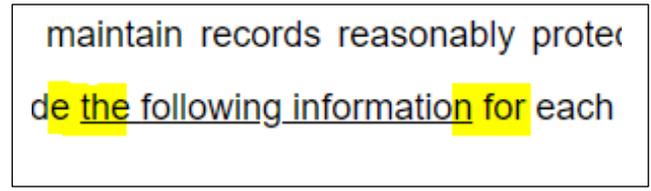
Notice that the spaces on either side of the stricken text is **NOT** formatted.



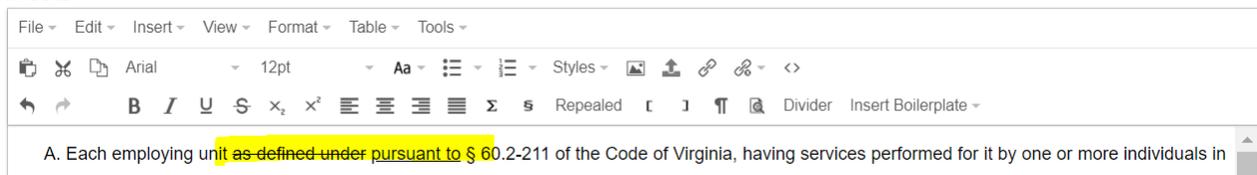
**This is NOT correct:**



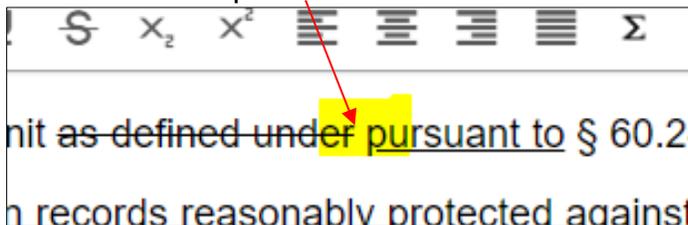
**This IS correct:**



**3. When replacing language, strike text THEN add new underlined replacement text.**

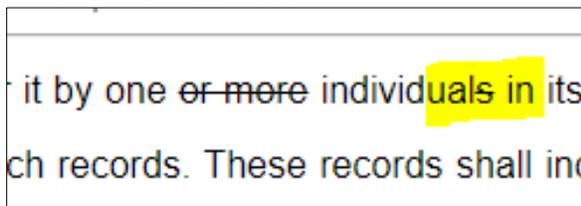


Notice that the space between stricken and underlined text is **NOT** formatted.

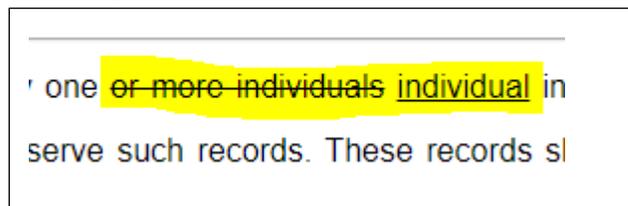


**Always completely strike a word to change it:**

**This is NOT correct:**

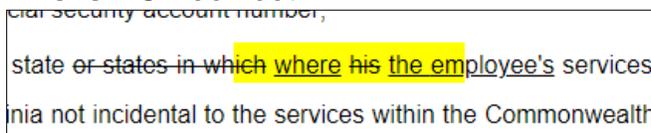


**This IS correct:**

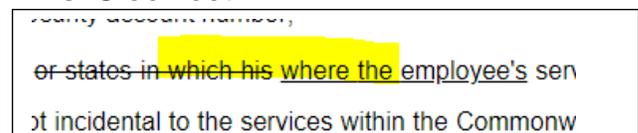


**Group strikes and underlines and place stricken text BEFORE underlined text:**

**This is NOT correct:**



**This IS correct:**



**4. When relabeling subsections or subdivisions, strike label AND punctuation and add new label AND punctuation.**

**This is NOT correct:**

1. A full legal name;  
2. A social security account number;  
3. The state or states in which his services are

**This IS correct:**

1. A full legal name;  
1. A social security account number;  
2. The state or states in which his se